

16 NOV 1978

STAT  
MEMORANDUM FOR:

DDA Representative, Markings Task Force

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Reaffirmation of Office of Personnel's Support for  
Continued Use of the Control Marking, "Administrative -  
Internal Use Only"

1. The Office of Personnel reaffirms its support for the continued use of the control marking, "Administrative - Internal Use Only" (AIUO). Without appropriate "AIUO"-type controls, we believe it will be difficult to insure that certain unclassified information is disseminated discreetly and through authorized channels.

2. The Office of Personnel uses the control marking, "Administrative-Internal Use Only" on the following types of information:

- a. Personnel regulations, notices and handbooks that pertain to personnel administration and management practices and procedures in such areas as recruitment, assignment, performance evaluation, promotion, separation, awards, retirement, records and reports.
- b. Various forms and memoranda on insurance claims, travel processing, recruitment and exit interviews, status reports, training sessions, and personnel conferences.

The above examples pertain solely to internal personnel rules and practices of the Agency which do not affect the interests of the general public.

3. Information bearing the control marking, "Administrative - Internal Use Only" should be stored in a safe and should be transmitted between Agency buildings via authorized couriers.

(Signed) F. W. M. Janney

F. W. M. Janney

*When  
has to be used?  
reproduction  
instruction*

*orig - l to C/RAB*

*17 nov*